

TC Program Coordinator

Status: Executive Service, Working Title: AIR Specialist

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

Note*:

This is an Executive Service Appointment good for a period not to exceed a maximum of one (1) year. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur prior to the completion of 1 year. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Individuals hired for the period not exceed the max of 1 year do not qualify for a Pay for Performance incentive benefit. However, these individuals do receive some of the same benefits options as regular positions.

Job Description:

The Bureau of TennCare is seeking AIR Specialist for the Eligibility Appeals organization within the Division of Member Services. AIR Specialist will be responsible for providing support and guidance on matters relating to Medicaid rules, regulations and policies. Additionally, the AIR Specialist will ensure that due process standards are met in Medicaid appeals by the accurate and timely processing of appeals and all appeals related documents. Finally, the AIR Specialist will also work collaboratively with the Managed Care Program Manager 2 to identify work flow issues and accomplishments.

Qualifications:

- Bachelor's Degree
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to kayla.turner@tn.gov by January 22, 2016.